



HOPI HEAD START PROGRAM

COOK

INTRODUCTION: The Hopi Head Start Program recruits and selects dynamic, well-qualified staff that possesses the knowledge, skills and experience to provide high quality, comprehensive and culturally sensitive services to children and families in the program. This position is responsible for planning, preparing, and serving meals to students and staff at the Head Start Centers and assisting with nutrition education.

DUTIES: (The following examples of duties are intended to be illustrative only and are not intended to be all inclusive or restrictive)

1. Responsible for daily preparation/supervision of regular and special nutritional diet foods in accordance with the Child and Adult Care Food Program Requirements; responsible for completing and submitting timely all food purchase requests.
2. Maintains daily recording of meals served to children at point of service; prepares and submits required monthly narrative and statistical reports to be submitted to Arizona Department of Education (ADE).
3. Develops nutrition lesson plans and conducts educational presentations to students, staff and parents.
4. Cleans and sanitizes, on a daily basis, all food preparation equipment and kitchen areas to ensure safe and operable condition in compliance with the Environmental Health Standards; conducts yearly inventory of kitchen supplies and equipment.
5. Supervises the Assistant Cook; establishes and conducts annual employee appraisals, provides guidance, coaching, mentoring and proper work methods & techniques; recommends or provides training; recommends personnel actions as necessary.
6. Reports suspected child abuse cases in written form to the appropriate responsible agency(ies).
7. Performs other related duties as assigned and authorized to achieve the scope of the work and program goals and objectives.

COMPLEXITY: The incumbent is under general supervision and line authority of the Health & Wellness Coordinator. The work consists of duties that involve various related steps, processes or methods. The decision regarding what needs to be done involves various choices requiring the incumbent to recognize the existence of and differences among several alternatives. The supervisor assures that finished work and methods used are technically accurate and in compliance with instructions or established procedures.

SUPERVISION RECEIVED: The incumbent is under general supervision and line authority of the Health & Wellness Coordinator. The work consists of duties that involve various related steps, processes or methods. The decision regarding what needs to be done involves various choices requiring the incumbent to recognize the existence of and differences among several alternatives. The supervisor assures that finished work and methods used are technically accurate and in compliance with instructions or established procedures.

PERSONAL CONTACTS: Contacts are with employees within/outside the immediate work area, children, parents, grandparents, guardians, supervisor, food vendors and the general public. The purpose of these contacts is to exchange factual information, coordinate the delivery of services and establish a network of resources.

PHYSICAL EFFORT & ENVIRONMENTAL FACTORS: The work requires physical exertion such as long periods of standing, recurring bending, crouching, stooping, stretching and reaching and lifting moderately heavy objects in excess of 15 lbs. The work involves moderate risks or discomforts, requiring safety precautions

when working around sharp objects and operating kitchen equipment/machines. The incumbent will be required to wear protective clothing and gear. Occasional travel on and off the reservation is required.

MINIMUM QUALIFICATIONS:

1. Required Education, Training and Experience:

A. Education : High School Diploma or G.E.D. certificate;

AND

B. Training : Training in meal planning, food preparation, nutrition courses and lesson planning;

AND

C. Experience : Two (2) years work experience in commercial, institutional or related volume food preparation which includes at least one (1) year preparing meals according to specialized diets and some supervisory experience;

OR

D. Any equivalent combination of Education, Training and Experience, which demonstrates the ability to perform the duties of the position.

2. Required Knowledge, Skills and Abilities:

A. Knowledge:

Working knowledge of methods, material and practices of volume food preparation
Knowledge of Child and Adult Care Food Program Requirements
Working knowledge of food & volume preparation and health regulations/standards
Working knowledge of nutritional food values for menu planning
Knowledge of inventory and ordering methods
Knowledge of supervisory techniques

B. Skills:

Skill in using large kitchen utensils, tools and operating related equipment and machines
Verbal and written communication skills to conduct presentations and prepare required reports
Mathematical skills to calculate and complete meal counts, food orders, etc

C. Abilities:

Ability to follow oral and written instructions
Ability to safely operate power driven equipment
Ability to maintain accurate records
Ability to supervise, use good judgment and take appropriate corrective action
Ability to establish and maintain professional working relationships with children, parents, staff and others

NECESSARY REQUIREMENTS:

1. Must complete and pass the pre-employment screening (includes a fingerprint and background investigation) in accordance with Hopi Tribal Policy.
2. Possess or be able to obtain a valid Arizona Driver's License and satisfactorily pass the Hopi Tribe's Defensive Driving Course.
3. Possess a food handler's card and maintain certification.

4. Possess or obtain a First-Aid and CPR certification and maintain certification.
5. Must satisfactorily complete an annual physical examination (including tuberculosis screening) and drug & alcohol test.
6. Must pass the Food Safety Manager Certification Examination within one (1) year of employment.
7. Must have no felony convictions.

DESIRED QUALIFICATIONS:

1. Speak and understand the Hopi or Tewa language.
2. Prior work experience with pre-school age children.

CONDITION TO EMPLOYMENT:

All offers of employment is contingent upon successful completion of all reference checks, education verification (including credentials, licenses and degrees), and background investigation and other pre-employment screening requirement.

This is a seasonal position for the duration of the school year

REVIEWED BY:

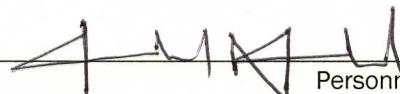


Department/Program Hiring Authority

7.18.11

Date

APPROVED BY:



Personnel Director

7.18.11

Date

Background 2
Non-Exempt
Range 22
07/2011